**Vacancy**

**Treviglas Academy**

**Part of The Roseland Multi-Academy Trust**

**Bradley Road, Newquay, Cornwall, TR7 3JA**

**Tel: 01637 872076**

**Website:** [**www.treviglas.net**](http://www.treviglas.net)

**PA to the Headteacher**

**Permanent/Term Time**

**37 hours per week, term time, plus 5 additional days per year**

**Grade H - Salary Range £22,422 – £27,018pa – pending pay award**

**(reduced pro rata to £19,180 - £23,111pa – pending pay award)**

**Salary paid for 44.6 weeks per year**

**Start Date: As soon as possible**

Are you an experienced office administrator or personal assistant?

Do you fancy a new challenge where your skills will be put to full use?

If so, your perfect next role is waiting for you here at Treviglas Academy as PA to the Headteacher.

We are looking for an experienced administrator to support the Headteacher in their ongoing work. You do not need experience of working in education as we are keen to bring in broad skillsets from other professions to make us even better.

If you have previously worked in a business as a PA to a director or office manager, you have many of the skills we need.

**A bit about the role:**

You will not be bored as there are many aspects to the role. The core focus is supporting the Headteacher in the running of the academy, which will include:

* Managing their diary
* Organising and attending events/meetings
* Owning the Single Central Record system
* Collecting and providing payroll information to the Central Team
* Maintenance of school records
* Liaising with counterparts in other Trust academies

It is impossible to list everything you will be involved with, but that should give you a flavour of the role. Of course, there are plenty of other details to discuss, but we can do that in person when we meet.

**A bit about you:**

This role suits a variety of backgrounds. Naturally, if you have previously worked in education, that is a big plus but we see many transferrable skills from the business world that will be relevant to your success in this role.

You may have worked as a PA, office manager/administrator, or even in HR, where you will have gained knowledge of policies, procedures, and payroll.

Your main attributes will be your personality and organisational abilities as you will have many plates to keep spinning and people to communicate with across the Trust.

**A bit about us:**

We are one of five academies in The Roseland Multi-Academy Trust which also incorporates the OneCornwall Teaching School Hub. Our focus is on delivering the highest quality education to all our students. We also place a huge focus on staff development and are proud that we can support our staff in their professional development.

So, if you feel ready for change and the chance to make your mark in a collaborative and welcoming environment, please apply directly to the school via recruitment@treviglas.cornwall.sch.uk and we will be in touch.

**Closing date for applications: 9 a.m. Friday 14th October 2022**

**Date of interview: Wednesday 19th October 2022**

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. All shortlisted candidates will undergo online searches as part of the recruitment process and the successful candidate will be required to undertake an Enhanced DBS check.